



Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Groundwater Discharge, Surface Water Discharge, and Reclaimed Water Use Permits

BRP WP 68 Treatment Works Plan Approval, without Permit Modification

Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Guidance

*This approval is required for any major physical modifications to the treatment works that does not involve a modification to the existing groundwater discharge permit, surface water discharge permit, or the reclaimed water permit. Any proposed major treatment works project must be supported by an engineering report providing the design information and basis for the project. The engineering report and plans & specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.*

Submission of plans & specifications to the MassDEP for the proposed modifications to the treatment works may be required to be submitted with the application or at any time during the application's review. In all cases, formal submission of the final plans and specifications will be required by 90 days prior to the start up of the approved modifications.

The Certification Statement for the engineering report and the plans & specifications is required to be submitted with this approval request.

Engineering Report Requirements

The engineering report shall include a detailed description of the project, design data and sufficient technical detail so that MassDEP can fully review the design of the project, and assess any related permit compliance issues. Depending on the scope of the project, some or all of the following information may be required with the application:

- a. a general description of the facility (condominium, office park, laundromat, municipal system, etc.);
- b. a description of the number of employees and/or residents, bedrooms, apartments, elderly housing units, shifts and days of operation per week;
- c. a listing of raw materials used, such as but not limited to, chemicals, cleaning products, petroleum products, etc;
- d. a description of the sources of water supply including quantity and quality requirements;
- e. an identification of the sources of all sanitary and industrial wastes streams together with the quantity of flow and waste stream characteristics, including seasonal flow fluctuations, if any. In accordance with 310 CMR 30.302, a determination of whether any industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- f. a description of any by-product recovery systems;
- g. a listing and description of wastewater treatment studies performed;
- h. a description of liquid waste flow control measures;
- i. a description of any existing wastewater treatment system, including all design parameters;
- j. a description of reclaimed water opportunities;
- k. a description of any anticipated new processes;



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- l. a description of the proposed effluent quality;
- m. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;
- n. a narrative description of the modification to the treatment works, based upon the preceding evaluation, with detailed design criteria, including flows and loads, number and size of unit processes and appurtenant facilities, unit loading, and a preliminary layout;
- o. a hydraulic profile in graphic form, on a sheet no larger than 11 inches by 17 inches, including the final effluent disposal area with water surface elevations at average, peak, and low flow conditions;
- p. a flow schematic, on a sheet no larger than 11 inches by 17 inches, including return lines, chemical feed lines, and sampling points;
- q. a description of redundancy requirements;
- r. a discussion whether this is the initial phase of a larger project and, if so, how the design will accommodate future phases;
- s. a description of odor control provisions, as necessary;
- t. a description of safety provisions;
- u. a description and location of all chemicals stored, including spill containment provisions;
- v. an implementation schedule for the recommended plan;
- w. treatability and pilot study data on the ability of the proposed treatment system to treat the proposed discharge and meet applicable federal, state, and local requirements;
- x. an examination of the potential impact of any proposed discharge on municipal and private water supply wells, or POTW's, or surface water, whichever is applicable.

The engineering plans and specifications of the proposed wastewater treatment works (not to be submitted until 90 days prior to the startup of the treatment works) shall include, at a minimum, the following:

- a. materials of construction and specifications for the wastewater treatment works components;
- b. materials of construction and specifications for all wastewater collection system components;
- c. specifications for all instrumentation and alarms;
- d. a site plan and general plant layout;
- e. plan views and profile views, including dimensions showing existing and proposed piping and processing units related to wastewater collection, treatment, and disposal.



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Application Fact Sheet

1. What is the purpose of this plan approval?

This plan approval serves to protect the public health, welfare and the environment through the control of pollutant discharges to groundwater or surface water or the use of reclaimed water. It is required for any major physical modification to a treatment works which does not require a modification to the permit issued to the facility. Only those treatment works that have a non-industrial discharge may apply for this plan approval.

2. Who must apply?

Any person with an active, existing ground water, surface water or reclaimed water permit whose treatment works produces a non-industrial groundwater discharge regulated by MassDEP in accordance with the provisions at 314 CMR 5.00; *or*, a surface water discharge regulated by MassDEP in accordance with the provisions of 314 CMR 3.00; *or*, a non-industrial surface water discharge regulated by MassDEP in accordance with 314 CMR 3.00, or reclaimed water regulated by MassDEP in accordance with 314 CMR 20.00, may use this category to modify the treatment works provided no modifications to the existing permit are required. Non-industrial discharges are those discharges not described in 310 CMR 4.10(5). Sanitary discharges are almost always considered non-industrial. If this category does not apply to you, please be advised it is not the only category. Please consult regulations 310 CMR 4.00 to determine whether another category would apply.

3. What other requirements should be considered when applying for this plan approval?

a. What prerequisites should be considered before applying for this plan approval?

Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Suite 900, Boston, MA 02114; (617-626-1020). *MassDEP cannot complete technical review of the approval request until the MEPA process has been concluded.* Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

b. What concurrent applications are related to this plan approval?

- The local Board of Health may have regulations which apply.
- Application for operator certification/facility rating in accordance with 257 CMR 2.00 may be needed.

Note: These additional requirements are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.



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4. Where should the application package be sent?

The **application package and the MassDEP Transmittal Form with an original signature** in ink should be sent to the Wastewater Management Program at the appropriate MassDEP Regional Office (Primary Permit Location). Please include a copy of the entire application package on compact disc with your application. Find your region at: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

A **copy of the MassDEP Transmittal Form and the Fee** for the application should be sent to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211

5. What is the application fee for this plan approval?

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6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

7. What is the annual compliance fee?

Once a Permit is granted, the permittee is responsible for paying an Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Current Annual Compliance Fees can be found on the MassDEP Website at: <http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>. Please be advised, failure to make timely payment of an ACF may result in the revocation of the permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this application may be denied under M.G.L. c. 21A, sec.18.

8. How long is this plan approval in effect?

There is no time limit for plan approvals. (Permits are effective for 5 years.)

9. How can I avoid the most common mistakes made in applying for this plan approval?

- a. Properly fill out the MassDEP Transmittal Form:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>. Write the permit number for the discharge on Part A of the Form, on the line for "Brief Project Description".
- b. Include a complete engineering report stamped and signed by a Massachusetts Registered Professional Engineer.
- c. Include a Certification Statement for the engineering report and the plans and specifications.
<http://www.mass.gov/eea/agencies/massdep/water/approvals/wastewater-forms.html>



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- d. Submit the application package as directed with one copy of the MassDEP Transmittal Form to the appropriate Regional Office. Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>
- e. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P.O. Box 4062, Boston MA 02211.

10. What are the regulations that apply to this plan approval and where can I get copies?

These regulations include, but are not limited to:

- a. Surface Water Discharge Program, 314 CMR 3.00.
- b. Groundwater Discharge Regulations, 314 CMR 5.00.
- c. Reclaimed Water Permit Program and Standards, 314 CMR 20.00
- d. Timely Action and Fee Provisions, 310 CMR 4.00
- e. Administrative Penalty Regulations, 310 CMR 5.00

They may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376



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Bureau of Resource Protection - Water Pollution Control

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Application Completeness Check List

To avoid delays in the application review process, please include the following items with the application:

- ☐ The completed MassDEP Transmittal Form:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html> with the permit number for the discharge indicated under Part A on the form. If the applicant is a municipality, "Fee Exempt" has been selected under Section F of the Transmittal Form.
- ☐ Engineering Report.
- ☐ The signed Certification Statement for the engineering report and the plans and specifications.
<http://www.mass.gov/eea/agencies/massdep/water/approvals/wastewater-forms.html>
- ☐ Include all checklist items above.
- ☐ Send the original application package with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
_____*Regional Office
Water Pollution Control
* Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>
- ☐ Send fee of:
\$970 for BRP WP 68
In the form of a check or money order made payable to Commonwealth of Massachusetts, with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211

Please be advised, upon issuance of a permit, you will be responsible for paying the Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Failure to make timely payment of an ACF may result in the revocation of the permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this permit application may be denied under M.G.L. c. 21A, sec.18.